

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

Brighton Creek Minor Remodel Project

NISQUALLY INDIAN TRIBE

Prepared By:
Nisqually Planning Department (David Iyall)
4820 She-Nah-Num Drive
Olympia WA. 98513

REQUEST FOR PROPOSAL
RFP# 01-1503003

DATE: July 15, 2015

The Nisqually Project Manager on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the Brighton Creek Minor Remodel project. Minority and disadvantaged companies are encouraged to submit proposals. This project will be engineered and designed by the contractor upon approval of project manager. All construction on this project will meet the standards of the International Building Code 2012 edition. All inspection will go through project manager.

VIABLE CONTRACTORS: To be awarded this project CONTRACTOR, of the winning bid, must be current with all taxes, insurances, bonding and licensing. Failure to comply will result in bid rejection.

SEALED PROPOSALS: Vendors will deliver two applications to the following address either by hand or by US postal:

Nisqually Indian Tribe
4820 She-Nah-Num Drive SE
Olympia WA. 98513
Phone: 360-456-5221
Attn: Jill Wall
Financial Services - Contracts

CLOSING DATE FOR SUBMITAL SHALL BE August 4, 2015 BY 12:00 NOON.

Proposals received after the above-cited time will be considered a late response and are not acceptable.

- Please mark sealed envelopes clearly with RFP 01-1503003
- Site walk-thru will be available on Tuesday July 28, 2015 at 11am for all contractors.
- Direct all questions to Project Manager, David Iyall @ 360-456-5221 x 2119 or e-mail at Iyall.david@nisqually-nsn.gov



Thank you for your Interest

Definitions: **“Tribe”** **is Nisqually Indian Tribe**
 “Bidder” **an individual or business submitting a bid to Nisqually Tribe**
 “Contractor” **One who contracts to perform services in accordance with a contract**

1. PROPOSAL TERMS

- A. The Nisqually Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Bidding Procedure policy. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe’s specifications and needs.
- B. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP maybe adjusted to allow for revisions.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP.

2. SCOPE OF SERVICES

- a. *Successful bidders will provide bids for the following projects at the Brighton Creek Property:*
 - 1. There are two large offices in the meeting hall. One of the large offices will be turned into two offices. This will include constructing a dividing



wall 11' long by 12' tall, adding two doors, filling in two doors and installing new carpet and base.

2. Adding bathrooms to three cabins. Work to include 6'x8'x 7.5' tall walls with one door opening in each cabin. Also, adding one toilet, one bathroom vanity with a sink, new linoleum flooring and bathroom lighting. Fixtures need to be approved before installing. Work is in Pierce County and any permits will be the responsibility of the contractor.
3. Install new carpet in meeting hall. Work to include adding new carpet squares on concrete floor roughly 40'x40'. Contractor to provide 5 flooring samples before installation.
4. Re-Paint the exterior of two large buildings roughly 60'x40' single story building, a 60'x60' two story building and 5 smaller buildings roughly 12'x20'. Most painting to be done on wood siding, with some to be done on block. Successful bidders will submit five paint samples to the tribe for approval before painting.

All work will be accepted once it is completed. Completed work includes taping, mudding and painting of new walls, base material installed, all garbage removed, any excavation filled back in and re-seeded and final inspection by project manager.

The Brighton Creek Property is located at 4516 SR 702 South Roy, WA 98580 and site inspection is recommended. Site inspection and questions will be answered on Tuesday July 28 at 11:00am at the above address.

PERSONNEL

Section 1 – The contractor will provide the required services and **will not subcontract or assign the services without prior written approval** of the Project Manager.

Subcontractors, as well as primary contractors, are subject to the TERO ordinance and the Tribe's Native American preference policy (detailed below.) This ordinance applies to all sub tiers as well.

INSURANCE REQUIREMENTS

- Contractor is required to provide proof of current workers Compensation Insurance with Washington State statutory limits and Employers liability Insurance.
- Contractor will provide proof of Commercial General Liability Insurance stating adequate coverage for project.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.

INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents volunteers and employees from any and all liabilities, claims, liens fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractors own employees and loss of damages to any property, including property owned or in the care, custody or control of the Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

NATIVE AMERICAN PREFERENCE

The Nisqually Tribe's Native American preference in contracting policy will be used to select the winning bid.

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. Therefore, the Tribal Employment Rights Ordinance (TERO) is in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.
- 1.75% Employment Rights tax on all projects \$20,000 and over.

TERO also applies to subcontractors and all sub tiers.

It is the responsibility of the bidder to contact the TERO officer.

Nisqually TERO; Marjorie Stepetin

(360) 456-5221 ext.1128

stepetin.marjorie@nisqually-nsn.gov

TRIBAL HISTORIC PRESERVATION OFFICER REQUIREMENTS

- THPO requires 30 day notice prior to any ground disturbances or tree removal to ensure for review and determination of what level of survey is needed to better protect the cultural, historical, and archaeological resources of the TRIBE. A THPO representative shall be present at all dig sites, regardless of size or depth of dig, in order to prevent any damage to known or potential cultural resource sites. THPO laws, regulations and executive orders are in effect.



Nisqually Indian Tribe
Squally-Absch People of the river, people of the grass

BID SHEET

CONTRACTOR:

PHONE:

CONTRACTOR LICENSE #:

PROJECT #1 BID:

PROJECT #2 BID:

PROJECT #3 BID:

PROJECT #4 BID:

TOTAL:

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